

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" at the bottom. The number "209" is prominently displayed in the center of the seal.

UTILITY OPERATIONS SUPERINTENDENT

DEPARTMENT: James City Service Authority/Support Section

NATURE OF WORK:

This is an advanced technical and supervisory position. Performs complex technical work while overseeing all functions for the Support Section of the James City Service Authority (JCSA). Responsible for all upper echelon operation, maintenance, and repair of the JCSA's Water Production and Wastewater Collection facilities, and associated subsystems. Plans, coordinates and directs the activities of the JCSA's Support Section.

Duties are performed under the managerial direction of the Utility Operations Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, coordinates and oversees the operations of the Support Section. Supervises and participates in the upper echelon design, installation, repair, and maintenance of Water Production and Wastewater Collection facilities.

Develops and maintains periodic preventive maintenance schedules, preventive maintenance programs, and operating procedures for assigned personnel. Coordinates maintenance and repair of JCSA facilities with other divisions, agencies, and contractors. Coordinates emergency repairs with other Divisions, agencies, and contractors.

Reviews plans and specifications and develops recommendations for modifications to existing JCSA facilities and proposed new facilities.

Oversees and may participate in the troubleshooting, analyzing and repairing of complex electrical systems. Designs, installs, and modifies control circuits for new and relocated electrical systems.

Plans and supervises construction projects to include rigid, EMT, and PVC conduit installation; installations of control panels, and motor controllers to include proper sizing of wires, cables, and all associated devices.

Establishes and implements objectives and priorities for the Support Section; develops procedures, budget needs, and requirements to meet the Utility Operations Division's goals and objectives; develops and implements operating and overhaul schedules.

Performs a variety of administrative duties including preparation of work logs, field reports, and related JCSA facility reports. Develops and coordinates an automated record system for the Support Section, i.e. preventive maintenance, major overhauls, unscheduled maintenance, work order management.

Provides supervision to Support Section personnel to include the initiation of personnel actions such as hiring, performance evaluation, counseling, training, and correction. Provides continuing mentoring and career progression counseling.

Promotes and ensures proper employee training and compliance with the County's safety program, departmental safety procedures, OSHA and VOSH. Ensures all equipment, materials, and work conditions are adequately maintained to prevent accidents. Serves as a safety and technical instructor for the JCSA.

Responds to emergency calls at all hours and performs additional work as required. Will maintain an insight of all operational procedures in order to serve as the Operations Administrator in his absence.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting, at all JCSA facilities, in confined space and job sites throughout the County. Drives JCSA vehicle to work sites. Requires extended sitting, standing, and walking outdoors to inspect work sites. Inspections are done during all hours of the day and during periods of inclement weather. Operates a computer, radio, and telephone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of electrical wiring and plumbing codes and practices, i.e. IEEE, NEC, BOCA, and other related standards.

Ability to prepare and interpret materials and equipment specifications.

Extensive knowledge of the maintenance and repair of water production and wastewater collection facilities.

Ability to train, supervise and direct the work of assigned staff.

Ability to prepare and maintain reports, records and financial accounting.

Comprehensive knowledge of all related safety laws, practices, and procedures (OSHA and VOSH).

Ability to establish and maintain effective and courteous working relationships and communication with coworkers, private contractors, vendors, regulatory agency representatives, and the public.

The incumbent must be computer literate and able to manage a data base. Will possess the ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Must possess valid Journeyman Electrical License.

Extensive experience in the public works or utility field with experience in industrial water or wastewater operation and maintenance including supervision and practical hands-on applications, concerning water production or wastewater collection facilities or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Ability to distinguish the colors of electrical wiring.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e., respirators (both canister and airline types) and self-contained breathing apparatuses. The incumbent must maintain his/her ability to fulfill all requirements of the JCSA's Respiratory Protection Program.

Date: March 2002
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Superintendent Position Number 209
Department JCSA Division Support Section

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others must have ability to convey technical meanings
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
- ☒ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☐ Not essential to job function

Stairways

- ☒ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☒ Other as many as 25
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand		✓						✓	
Sit				✓				✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			